

**Mono County**  
**Community Development Department**

P.O. Box 347  
Mammoth Lakes, CA 93546  
(760) 924-1800, fax 924-1801  
commdev@mono.ca.gov

**Planning Division**

P.O. Box 8  
Bridgeport, CA 93517  
(760) 932-5420, fax 932-5431  
www.monocounty.ca.gov

**TENTATIVE  
TRACT MAP  
APPLICATION**

APPLICATION # _____	FEE \$ _____
DATE RECEIVED _____	RECEIVED BY _____
RECEIPT # _____	CHECK # _____ (NO CASH)

**APPLICANT/AGENT** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

**OWNER**, if other than applicant \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

**PROPERTY DESCRIPTION:** Assessor's Parcel # \_\_\_\_\_ Total Acres \_\_\_\_\_

General Plan Land Use Designation \_\_\_\_\_

Domestic Water Source and/or Supplier \_\_\_\_\_

Method of Sewage Disposal \_\_\_\_\_

Present Use of Parcel \_\_\_\_\_

Proposed Use of Parcel \_\_\_\_\_

**APPLICATION PACKET SHALL INCLUDE:** Tentative Map, Project Information, Indemnification Agreement, required filing deposits listed on Development Fee Schedule, and other background materials described on Tentative Tract Map Requirements.

NOTE: An incomplete application packet may delay project processing.

I CERTIFY UNDER PENALTY OF PERJURY THAT I am: 0 legal owner(s) of the subject property (all individual owners must sign as their names appear on the deed to the land), 0 corporate officer(s) empowered to sign for the corporation, or 0 owner's legal agent having Power of Attorney for this action (a notarized "Power of Attorney" document must accompany the application form), AND THAT THE FOREGOING IS TRUE AND CORRECT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## TENTATIVE TRACT MAP CHECKLIST

### APPLICATION PACKET SHALL INCLUDE:

- A. Completed application form.
- B. Completed Project Information form.
- C. Copy of preliminary title report.
- D. Indemnification Agreement.
- E. Assessor's map with property of the proposed subdivision delineated.
- F. Proposed means that will be used to assure the proper administration and maintenance of common areas and open space, including a statement of intent regarding proposed deed restrictions.
- G. Preliminary soils report prepared by a civil engineer/engineering geologist, licensed to practice in the state of California, for the proposed subdivision addressing the unified soil classification of the soils, the depth of the water table, the degree of soil moisture from surface to a minimum depth of eight feet, the compaction of the soil at a minimum depth of two feet, and the expansive characteristics of the soil for the proposed project site. If this preliminary report indicates the presence of critically expansive soil or other soils or geological problems that could lead to structural defects or any other hazards, a soils report for each parcel, together with the proposed mitigation measures to alleviate identified problems, shall be required.

Requirements of a preliminary soils report may be waived by the county engineer, if the project civil engineer/engineering geologist certifies that no soils problems exist on the site, and that such certification is based on sufficient soils reports prepared for the subdivision under consideration to demonstrate soil stability and the lack of soils problems on the proposed project site. The project proponent shall have the burden of demonstrating the required information. The decision to waive such requirements, based upon the certification of the project proponent's civil engineer/engineering geologist of the absence of any soils related problems, shall be solely within the discretion of the county engineer. The fee for review of soils reports or consideration of soils report waiver shall be set by resolution of the Board of Supervisors.

- H. Survey prepared by a qualified person identifying tree coverage within the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestations, vigor, density and spacing.
  - I. Vegetation preservation and protection plan showing which trees are to be removed, and the location and type of vegetation to be planted.
  - J. Information concerning the ability of the existing and proposed drainage facilities to handle the natural flows and the additional runoff that will be generated by the subdivision at ultimate development. Methods to convey surface waters to the natural drainage courses or drainage system.
  - K. Plot plans and elevations of proposed buildings in planned unit developments.
- NOTE: Other information deemed necessary by the Land Development Technical Advisory Committee, including maps of adjoining land that may have been previously divided, may be requested and required.

*More on back...*

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## **REQUIREMENTS**

The following information is essential to the processing of your application. The Tentative Tract Map shall be clearly and legibly drawn on sheets 18" x 26" in size, using an engineer's scale in all cases. A marginal line shall be drawn around each sheet leaving a blank margin of one inch. Twelve copies of the Tentative Tract Map and one reproducible copy of the map no larger than 11" x 17" shall be required at the time of project submittal. The Tentative Tract Map shall show the following:

- Ø Title box containing the tract number that may be obtained from the Planning Division and the name of the subdivision, if desired.
- Ø Names and addresses of the property's legal owner, subdivider and civil engineer or licensed land surveyor who prepared the map.
- Ø Vicinity map showing roads, adjoining subdivisions, towns, creeks, and other data sufficient to locate the proposed subdivision and show its relation to community development.
- Ø Names of adjacent property owners or subdivisions.
- Ø Existing and proposed use of the property.
- Ø Existing and proposed use of all existing structures.
- Ø Description of the proposed subdivision, including the number of lots, their average and minimum size, and nature of development.
- Ø Calculations needed for development as to density, open space, land coverage and parking, etc.
- Ø North arrow and scale. An engineer's scale of not less than 1" = 50' shall be used for subdivisions with an average lot size of less than one acre, and an engineer's scale of not less than 1" = 100' shall be used for subdivisions with an average lot size of one acre or more.
- Ø If the map contains more than one sheet, the sheets shall be numbered to show the relative position of each sheet.
- Ø Contour intervals and contours showing accurately the existing terrain within the subdivision and adjacent area as required. The contour interval shall conform to the mapping standards for the scale used. Every fifth contour shall be of heavier weight and labeled. Care shall be exercised in labeling contours so that the elevation of any contour is readily discernible. Contours may be omitted when the lines fall closer than 10 contours per inch, provided that all contours at the bottom and top of slope changes are shown. In no event shall heavy contours be omitted.

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NOTE: At least 90 percent of all contours shall be within one-half contour of true elevation. Where the ground is completely obscured by dense brush or timber, ninety percent of all contours shall be within one contour interval. Contours in obscured areas shall be indicated by dashed lines. Mapping not having this accuracy shall be rejected.

- Ø Spot elevations expressed to the nearest one-tenth of a foot. On comparatively level terrain where contours are more than one hundred feet apart at map scale, spot elevations may be substituted for contours. Additional spot elevations shall be shown at intervals along the center of dikes, roads and ditches at summits, depressions, saddles or at other existing permanent installations.
- Ø Outline of existing slides, slips, sump areas and areas subject to inundation or avalanche.
- Ø Plans for drainage areas subject to inundation.
- Ø Line of high and low water and flood plain on all lots abutting any lake, river, stream, reservoir or other body of water.
- Ø Approximate edges of pavement of existing roads and driveways within or adjacent to public rights of way and easements, or within private common rights of way.
- Ø Approximate existing property lines and approximate boundaries of existing easements within the subdivision, with the names of owners of record.
- Ø Proposed lot and street layout with scaled dimensions of the lots, and the minimum, maximum and average lot area.
- Ø Approximate width, location and purpose of all existing and proposed easements. Easements shall be shown for utilities such as electric, telephone, cable television, sewer and water lines, and for drainage and access, when applicable.
- Ø Street names, widths of streets and easements, approximate grade, approximate point of grade change, and radius of curves along centerlines of each street.
- Ø Typical road sections may refer to county road standards.
- Ø Approximate finish contour lines along roadways.
- Ø Location, approximate grade, direction of flow and type of facility of existing drainage channels and storm drains.
- Ø Plans for drainage areas subject to inundation.
- Ø Approximate top of fills and top of cuts.

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- ☐ Domestic water source including the name of supplier, quality and an estimate of available quantity. If individual wells are proposed, show the location of each well. Show also each existing well within 200 feet of the proposed map.
- ☐ Method of sewage disposal and name of sewage agency, if any. If individual septic disposal systems are proposed, show the location of leach field and replacement area. Show also each existing septic disposal system within 200 feet of the proposed map.
- ☐ Proposed or intended method of fire protection and, if applicable, approval of the fire district within which the subdivision is located.
- ☐ Approximate construction phasing so that each phase is completed within one construction season, if applicable.
- ☐ When part of a large single ownership area, a sketch showing proposed future development outside of the proposed subdivision.
- ☐ Areas designated for public and/or common purpose.
- ☐ Parking areas and access solutions for individual lots, if required.
- ☐ Condominium parking plans in accordance with General Plan land use requirements and road department standards, when applicable.
- ☐ Other improvements proposed.

The items checked above have been included in the application package or are shown on the Tentative Tract Map.

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Signature

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Date

Environmental Review (CEQA): See Development Fee Schedule for Negative Declaration and Environmental Impact Report (deposit for initial study only).